

Strategy	Benefits of Implementing Strategy	Behavior Change Required	Ease of Implementation	Commitment Level	Ranking	Consequences of Inactivity
Increase Savings to 401(k)	Take advantage of tax-free savings- Some employer will match 3%-6%	Funds allocated to 401k reduces taxable income, savings of 25%-30%	5 Increase to \$500-\$16,500/max.			Pay more taxes, Less money saved for Retirement
Cut Discretionary Expenses <i>Start New Business</i>	Increases annual cash flow betw. \$1200 and \$1500, maintains workable budget	Eliminate entertainment/unneccesary expenses, Save \$100-\$150/month	4 Follow Bucket Savings Concept			Live paycheck to paycheck, wasteful spending, dependent on Credit Cards
Adjust Tax Withholdings	Increases annual cash flow by \$ 3000- use funds to payoff Ccards/incr. savings	Claim 2-3 withholdings will increase \$75 - \$125/paycheck	5 Contact HR, fill out W4 form			Give Gov. interest free loan, Paychecks remain small, Not reducing Ccard Balnces
Raise Insurance (Car) Deductibles	Increases annual cash flow (\$200-\$300)	Acceptance of additional risk Some Autobody will pay for deductible	5 Go online or contact your agent			Continue to overpay for insurance Review coverage/overlaps
Protect Family/Income/Asset (Review current Life Insurance policy) <i>Husband/wife acquire part-time job</i>	Cheap and affordable Term Policy costs \$23-\$30/month for \$300k-\$500K benefit N/A	Realization of Life's Uncertainties Necessary Expense/Peace of Mind	5 Quotes are attached, please review			Prioritize degree of importance, Cars/ House are protected but not family?
401K/403B/IRA Rollover	Puts control of your finances in your hands Active Money Mngmt/Principal Protection	Closure, cut tie to previous employer Contact HR/Paperwork is minimal	5 IRA rollover/no taxes or penalties			Subject to prev. employer's rule/control Unable to adjust to change goals/risk/inv.
Pay off credit cards/Consolidate debts Negotiate with Lenders/Balance Transfers	Helps avoid paying 20% interest- live within your means, focus on paying yourself first	Increase payments from Minimum to \$100-\$150 extra a month	3 Set up automatic payment/monthly			Wasting 15%-20% paid on interest each year- up to \$200 every \$1000 paid
Review 401(k)/403(b) Investment options	Protects from downside of Market Allocates assets to match risk level/goals	Confront financial uncertainties Make changes reflect goals/risks	5 Contact me, absolutely no cost			See account lose another 20% - 40% delay retirement, work longer, save more
Establish emergency fund	Prepares for unexpected life events	Use Tax Refund, put into saving acct. Equiv of 3-5 month salary	5 Eliminate unnecessary items			Lose job/home-unable to pay bills Unexpected bills/expenses- rely on Ccards
Be Organized/ Maintain, follow budget Keep bus. Records/Employee expenses	Simplifies life, helps prepare for uncertnties Takes advantage of all deductions/savings	Create spreadsheet for all Bus. Activities and Living Expenses.	5 Follow Bucket Savings Concept			Perpetuate bad hahits/ Lose chance to take adv. of deductions/credits
<i>Going back to school/get certified</i> <i>Business development/marketing classes</i> <i>Loan Modification on Second Loan</i>	N/A					
Set up Will/.Trust, create Power of Attorney	Protects family from long, costly Probate process, establishes Peace of Mind	Husband and Wife need to sit down one day and get it DONE	4 Legal Zoom/attorney, I have forms			Leaving family matters at the mercy of the court/costly legal process
College Planning/Savings for children	Takes advantage of tax-free/deferral 529 plan or Coverdell savings	Set high expectation for them/allow them to see higher ed. is viable option	4 Set up automatic transfer/\$50month			Take advantage of Tax Savings strategies Use child's SSN, consider claiming or not
Retirement Planning	Helps recognize needs to plan/adjust for retirement, take action now to prepare	Review risk levels, investment goals Increase savings, take adv tax-free	4 I will prepare a Retirement Analysis			Once retirement creeps up, might be left unprepared, adj. retiremnt goal/time/expn

Client Name: _____

Date: _____

From our meeting and taking into consideration numerous factors affecting your life, including Financial, Family, Career, etc..., I have prepared a personalized Strategy Worksheet. This worksheet is intended to first and foremost make your life simpler, in addition, it will help make you aware of practical strategies and options available to help meet your goals. More importantly, I hope this worksheet will force you to analyze closely what level of commitment and degree of priority you have to make these important changes. I have highlighted the strategies that I think apply to you, I also ranked them based on how easy they are to implement (5 being easiest).

Sit down together and fill out the Commitment Level and Ranking sections. With the following questions in mind...

1. How committed are we to implement this strategy? (A 5 ranking indicates very committed.)
2. How would we rank the importance of each strategy? (All categories should add up to 100%.)

NOTE: I can help you implement many of these strategies once we plan and strategize our action, we will come back normally on a quarterly basis; and review what strategy worked and what needs more adjustments.

